

**PREQUALIFICATION QUESTIONNAIRE**  
**NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY**  
**PREQUALIFICATION UNIT**  
**1 WEST STATE STREET, P.O. BOX 991**  
**TRENTON, N.J. 08625-0991**

<input type="checkbox"/> <b>CONTRACTOR</b> <input type="checkbox"/> <b>PROFESSIONAL SERVICES</b>	<b>CHECK ONE:</b> <input type="checkbox"/> <b>INITIAL</b> <input type="checkbox"/> <b>RENEWAL</b>	<b>FEDERAL TAX ID #</b> _____
<b>BUSINESS LEGAL NAME AND ADDRESS:</b>      <b>“ARE SATELLITE OFFICE(S) LOCATED IN NEW JERSEY”:</b> If yes, please provide address(es):	<b>TELEPHONE #</b>  _____	<b>DUNS # (if known)</b>  _____
	<b>FAX #</b>  _____	<b>TYPE OF BUSINESS:</b> <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> CORPORATION <input type="checkbox"/> L.L.C. <input type="checkbox"/> OTHER (SPECIFY) _____
	<b>E-MAIL ADDRESS</b>  _____	
	<b>WEB ADDRESS</b>  _____	
<b>If the books and accounts of the Applicant Business Concern are not at the above address, disclose the address of the location where the books and accounts are kept:</b>  _____	<b>NEW JERSEY COMMERCE &amp; ECONOMIC GROWTH COMMISSION</b> <input type="checkbox"/> SBE REGISTRATION (Attach copy) <input type="checkbox"/> MBE REGISTRATION (Attach copy) <input type="checkbox"/> WBE REGISTRATION (Attach copy)	
<b><u>CONTACT PERSON</u></b>  Name: _____ Title: _____ Telephone: _____ Fax: _____ E-Mail Address: _____		
NOTE: Accurate, truthful and complete information will help speed the review of your questionnaire and expedite action on your Business Concern's application to be prequalified. If there is not enough space on this form to give a complete answer, attach additional sheets of paper. Please be sure that each additional sheet includes the Applicant Business Concern's name and Federal Tax ID Number to identify the page as yours and that you clearly identify the question you are answering. This application will not be sufficient to merit prequalification if you fail to provide additional information if requested to resolve questions about any of the disclosures made in this questionnaire.		
<b>FOR CORPORATIONS, LIMITED LIABILITY COMPANIES AND LIMITED PARTNERSHIPS ONLY</b>		
Name of Registered Agent in New Jersey: _____ Address of Registered Office in New Jersey: _____		
If the Applicant Business Concern is a corporation, provide the following: Date Incorporated: _____ State in which incorporated: _____ NJ Corporate ID: _____		
IF NOT A N.J. CORPORATION, SUBMIT A COPY OF THE CERTIFICATE OF AUTHORITY TO PERFORM WORK IN N.J. AS ISSUED BY THE N.J. DEPARTMENT OF THE TREASURY, DIVISION OF REVENUE, COMMERCIAL RECORDING.		

- How long has the Applicant Business Concern done business under its present name? \_\_\_\_\_ years
- List each other name the Applicant Business Concern has done business under in the past ten (10) years:  
 D/b/a: \_\_\_\_\_ Dates Name Used: \_\_\_\_\_  
 D/b/a: \_\_\_\_\_ Dates Name Used: \_\_\_\_\_  
 D/b/a: \_\_\_\_\_ Dates Name Used: \_\_\_\_\_
- At any time during the past five (5) years, has the Applicant Business Concern shared office space, warehouse space, yard, plant or shop facilities, staff, equipment, telecommunications or other assets with any other business concern? (If yes, disclose the name of the other business concern and provide a description of the sharing arrangement, including the location of the facilities.) ☐ Yes ☐ No

### **DISCLOSURE OF OWNERS AND KEY PERSONS**

“Key Person” means any individual employed by the Applicant Business Concern in a supervisory capacity or empowered to make discretionary decisions with respect to bids and/or contracts within the State of New Jersey. “Key Person” also means any person who owns a beneficial interest of 10% or more in the business concern, and the managing members of limited liability companies and corporate directors and officers (e.g., president, vice presidents, secretary and treasurer).

For purposes of this questionnaire, “supervisory capacity or empowered to make discretionary decisions” means able to bind the Applicant Business Concern to New Jersey bids and/or contracts of \$50,000 or more and/or authorized to sign checks to make payments of \$50,000 or more in connection with New Jersey contracts.

- Use this table to enter identifying information for each individual who is a “Key Person” of the Applicant Business Concern. Identify any entity or business concern that owns a beneficial interest of 10% or more as well. For entities or business concerns, disregard birth date and provide federal tax identification number instead of social security number.

<b>Name (Last, First, Middle)</b>	<b>Address</b>	<b>Birth Date (MM/DD/YYYY)</b>	<b>Social Security Number*</b>	<b>Position</b>	<b>Ownership %</b>

\*Disclosure of Social Security Number is voluntary. However, disclosure will help speed review and action on your application to be prequalified.

### **AT ANY TIME DURING THE PAST TEN (10) YEARS, HAS THE APPLICANT BUSINESS CONCERN:**

- Been indebted to an individual or entity, other than a bank or other commercial lending institution, in the cumulative amount of \$100,000 or more? (If yes, give details, including the name of each party to the transaction, the date and the amount of indebtedness.) ☐ Yes ☐ No
- Loaned monies generated by this business concern, in the cumulative amount of \$100,000 or more, to another business concern or individual? (If yes, give details, including the name of each party to the transaction, the date and the amount of the indebtedness.) ☐ Yes ☐ No
- Had an injunction, order or lien entered against it in favor of any government agency including, but not limited to, judgments or liens based on taxes assessed or fines and penalties imposed by any government agency? (If yes, give details, including name of the government agency, caption, date, case number or docket number, and disposition. Be sure to note any judgments or liens that have not been fully satisfied.) ☐ Yes ☐ No
- Been a party in any civil litigation or administrative proceeding alleging violation of any of the following: antitrust statutes; racketeering statutes; environmental laws; laws banning workplace discrimination; laws governing wages, hours or labor standards; laws governing the conduct of occupations, professions or regulated industries; or any other law indicating a lack of business integrity or honesty? (If yes, give details, including the nature of the claims and defenses, the caption, date, case

number or docket number, and name of the court or agency before which the case is pending or before which it was heard and current status.) ☐ Yes ☐ No

9. Paid a fine or otherwise paid to settle any of the allegations listed in Question 8, whether with or without an admission of responsibility? (If yes, give details, including the caption, date, case number or docket number, and name of the court or agency before which the case was brought.) ☐ Yes ☐ No
10. Been denied any license, permit or other similar authorization required to engage in the business concern's trade(s) or professional discipline(s), or has any such license, permit or similar authorization been suspended or revoked by any agency of federal, state or local government? (If yes, give details, including name of the licensing or permitting agency, caption, date, case number or docket number, and disposition.) ☐ Yes ☐ No
11. Been suspended, debarred, disqualified, denied a classification rating or prequalification or otherwise been declared not responsible to bid on or to perform work on any public contract or subcontract? (If yes, give details, including name of the contracting agency, caption, date, case number or docket number, and disposition.) ☐ Yes ☐ No
12. Been required by an agreement or settlement with any governmental agency (including any school board) to refrain from bidding or proposing on any public contract? (If yes, describe the agreement and give the name of the government agency, date, caption and case number or docket number, if any.) ☐ Yes ☐ No
13. Been required to engage a monitor or independent private sector inspector general (IPSIG) as a condition of being classified or prequalified, or as a condition of any contract award, or as a condition for being permitted to complete a contract? (If yes, describe the agreement and give the name of the government agency, date and the name of the monitor or IPSIG.) ☐ Yes ☐ No
14. Been indicted or otherwise charged as a defendant, or named as an unindicted co-conspirator, alleged to have committed any crime or offense other than a motor vehicle offense? (If yes, give details, including the conduct alleged, the caption, date, case number or docket number, and name of the court before which the case is pending or before which it was heard.) ☐ Yes ☐ No
15. Been convicted, after trial or by plea, of any crime or offense other than a motor vehicle offense? (If yes, give details, including the crime or offense, the caption, date, case number or docket number, and name of the court before which the case was heard.) ☐ Yes ☐ No
16. Filed with, or submitted to, a government agency, or to any employee or representative thereof, any document which contained a false statement or false information? Filing or submission could be by any means, including telefax, e-mail, and any other form of electronic communication. (If yes, explain. Your explanation should include a description of the document(s), the date and the name of the government agency.) ☐ Yes ☐ No
17. Paid anyone other than its own key persons or its own employees commissions or finders fees to obtain contracts or work? (If yes, give details, including a description of the transaction, the name of each party to the transaction, the date and the amount of the commission or finders fee paid.) ☐ Yes ☐ No
18. Given, or offered to give, money, gifts or anything of value, or any other benefit, to a labor official, public official, public employee or public servant with whom the Applicant Business Concern, or any affiliated entity disclosed in this questionnaire, conducted business? (If yes, give details, including the date(s), location(s), a description of the benefit(s) and the name(s) of the individual(s) to whom the benefits were given or offered.) ☐ Yes ☐ No
19. Agreed with another business concern or representative thereof to submit identical or complementary bids, prices or proposals or to otherwise not bid competitively or to withdraw or abstain from bidding or proposing? (If yes, give details, including the date(s), location(s), description(s) of the contract(s) that were the subject of the bid(s), who put the contract(s) out to bid and the name(s) of the other individual(s) with whom the Applicant Business Concern or any affiliated entity disclosed in this questionnaire agreed.) ☐ Yes ☐ No

## **REQUIRED SUBMITTALS CHECKLIST**

- ☐ **Copy of a valid “DPMC Classification/ Prequalification Notice” issued by the N.J. Department of Treasury.**
- ☐ **Any additional attachments necessary to support disclosures made in answer to any questions above.**
- ☐ **Notarized affidavit of the individual submitting this Prequalification Questionnaire on behalf of the Applicant Business Concern.**

## **AFFIDAVIT**

**State of \_\_\_\_\_:**

**County of \_\_\_\_\_:**

I, \_\_\_\_\_, hereby represent and state as follows:  
(full name)

That I am \_\_\_\_\_ of \_\_\_\_\_, that I am duly authorized to  
(title) (business concern name and Federal Tax ID Number)

submit this Prequalification Questionnaire (“Questionnaire”) on behalf of the Applicant Business Concern, and that I have read and understood the nineteen (19) questions asked in the previous three (3) pages..

I represent and state that the information given in response to each question is full, complete and truthful. Further, I represent and state that truthfully answering this Questionnaire is an event entirely within my control.

I recognize that all the information submitted is for the express purpose of inducing the State of New Jersey to award a contract and/or allow the Applicant Business Concern to participate in school facilities projects financed through the Educational Facilities Construction and Financing Act as a prime contractor or subcontractor. I understand and agree that the Questionnaire and any attachments filed with the State of New Jersey shall become the property of the State.

I acknowledge that the State of New Jersey may, by means it deems appropriate, determine the accuracy, truth and completeness of the statements made in this Questionnaire and any attachments submitted with it and the statements made in any application or request for classification or prequalification made to the Department of Treasury, Division of Property Management and Construction and the attachments thereto. Therefore, I authorize the State of New Jersey to contact any entity or person named in this Questionnaire for purposes of determining the accuracy, truth and completeness of the information supplied by me on behalf of the Applicant Business Concern. If required, a photocopy of this affidavit shall be considered as effective and valid as the original as evidence of the permission given by the Applicant Business Concern for others to release information to the State for purposes of verifying the accuracy, truth and completeness of the information supplied by me.

I represent that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment. Further, I am aware that a false statement or omission made in connection with this application may subject me to civil and criminal penalties available at law and is sufficient cause for denial of the application, revocation of a prior approval or termination for cause of any school facilities project contract that may be awarded to the Applicant Business Concern.

Sworn and subscribed to before me

on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

SIGNATURE:

\_\_\_\_\_  
(Notary Public: Not an officer of the firm)

(Notary stamp and seal)

SIGNATURE

Name: \_\_\_\_\_  
(PRINT OR TYPE)

SSN: \_\_\_\_\_  
(or Alien Registration Number or Date of Birth)

Affix Corporate  
Seal  
if Applicable